



CITY OF BROOKHAVEN COMPREHENSIVE BUILDING PERMIT CHECKLIST

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BUILDING PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

NEW SINGLE FAMILY RESIDENTIAL

- ☐ Building Permit Application - Completed
- ☐ Site plan – 3 Sets (refer to Planning & Zoning requirements and Site Plan checklist)
- ☐ Architectural Drawings (drawn to scale) – 2 Sets
 - All Rooms must be identified as to use
 - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on plans
- ☐ Building Elevations
- ☐ Residential Erosion Control/Tree Protection Agreement Form
- ☐ 2009 Code Compliant RESCHECK report - Completed and Signed
- ☐ DeKalb County Watershed Permit
- ☐ Copy of State of Georgia Contractor License
- ☐ Copy of Current Business License
- ☐ Copy of valid Driver's License
- ☐ All Fees Due upon Approval (we accept Visa, MasterCard, Check or Cash)

RESIDENTIAL – ADDITIONS & INTERIOR ALTERATIONS / DECKS & PORCHES

- ☐ Building Permit Application - Completed
- ☐ Site plan showing as-built and proposed – 3 Sets (not required for interior alterations)
- ☐ Building/Structure Elevations (if applicable)
- ☐ Residential Erosion Control/Tree Protection Agreement Form (not required for interior alterations)
- ☐ DeKalb County Watershed Permit (if applicable)
- ☐ Copy of State of Georgia Contractor License
- ☐ Copy of Current Business License
- ☐ Copy of valid Driver's License
- ☐ All Fees Due upon Approval (we accept Visa, MasterCard, Check or Cash)

For Additions & Interior Alterations:

- ☐ Architectural Drawings (drawn to scale) – 2 Sets
 - All Plans must show Existing to Proposed
 - All Rooms must be identified as to use
 - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on Plans

For Decks & Porches:

- ☐ Structural Drawings (drawn to scale), including Elevations - 3 Sets
 - All Plans must show Existing to Proposed
 - Framing Detail
 - Footing Detail
 - Railing Detail
 - Stairway and Handrail Detail

SITE DEMOLITION PERMIT

- ☐ Site Demolition Permit Application – Completed
- ☐ Vermin abatement letter & Asbestos abatement letter
- ☐ Site plan showing as-built and proposed – 3 Sets
 - All plans showing tree protection fencing, critical root zone and DBH of existing trees, & limits of disturbance
 - For additional requirements please refer to Code of Ordinances, Chapter 7 – Buildings and Building Regulations; Section 7-31.2 – Demolition Permits

HOMEOWNER AFFIDAVIT – RESIDENTIAL OWNER-OCCUPIED ONLY

- ☐ Homeowner Declaration Form – Completed & Notarized (if applicable)

BUILDING PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

COMMERCIAL NEW CONSTRUCTION (includes Multi-Family)

- ☐ Building Permit Application – Completed
- ☐ Structural/Construction Drawings (Sealed When Required) – 3 Sets
 - Structural drawings must show all MEPs
- ☐ Site plan – 3 Sets
- ☐ CD of Drawings in PDF format – 2 Copies
- ☐ Building elevations
- ☐ Fire Marshal review & approval
- ☐ DeKalb County Watershed Permit
- ☐ DeKalb County Health Department Approval
- ☐ Copy of State of Georgia Contractors License
- ☐ Copy of Current Business License
- ☐ Copy of valid Driver's License
- ☐ All Fees Due upon Approval (we accept Visa, MasterCard, Check or Cash)

COMMERCIAL – INTERIOR ALTERATIONS

- ☐ Building Permit Application – Completed
- ☐ Structural/Construction Drawings (Sealed When Required) – 3 Sets
 - All Plans must show Existing to Proposed
 - All Rooms must be identified as to use
 - All Mechanical, Plumbing and Electrical must be shown on Plans
- ☐ CD of Drawings in PDF format – 2 Copies
- ☐ Building elevations (if applicable)
- ☐ Fire Marshal review & approval
- ☐ DeKalb County Watershed Permit (if applicable)
- ☐ DeKalb County Health Department Approval (if applicable)
- ☐ Copy of State of Georgia Contractors License
- ☐ Copy of Current Business License
- ☐ Copy of valid Driver's License
- ☐ All Fees Due upon Approval (we accept Visa, MasterCard, Check or Cash)

BUILDING PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

COMPONENT (TRADE) PERMIT APPLICATION (Mechanical, Electrical & Plumbing)

- ☐ Component Permit Application – Completed
- ☐ Copy of State of Georgia Trade Contractors License
- ☐ Copy of Current Business License
- ☐ Copy of valid Driver's License
- ☐ All Fees Due upon Approval (we accept Visa, MasterCard, Check or Cash)

TEMPORARY POWER CONNECTION REQUEST (TPCR)

- ☐ Required for ALL New Power Requests
- ☐ Copy of State of Georgia Trade Contractors License
- ☐ Copy of Current Business License
- ☐ Copy of valid Driver's License
- ☐ TPCR Form must be completed by the Licensed Electrician performing the work and is required to be filed prior to being released to Utility Company

RETAINING WALL (4 Feet and above)

- ☐ Building Permit Application – Completed
- ☐ Drawings (Engineered, if required) – 3 Sets
- ☐ Site Plan drawn to scale, showing proposed wall location – 3 Sets
- ☐ Copy of State of Georgia Contractor License
- ☐ Copy of Current Business License
- ☐ Copy of valid Driver's License
- ☐ All Fees Due upon Approval (we accept Visa, MasterCard, Check or Cash)

SWIMMING POOL

- ☐ Building Permit Application – Completed
- ☐ 3 Site Plans – Dimensioned, detailed plans, showing fence location and specs, pool location, profile section of pool, equipment location, related plumbing from pool to pool equipment, related electrical components including but not limited to; pool lights, pool equipment, disconnect, pump size and rating, source of power, and equipotential system & barrier and or alarm requirements
- ☐ Residential Erosion Control/Tree Protection Agreement Form
- ☐ Copy of State of Georgia Contractor License
- ☐ Copy of Current Business License
- ☐ Copy of valid Driver's License
- ☐ All Fees Due upon Approval (we accept Visa, MasterCard, Check or Cash)

COMMERCIAL GREASE TRAP

- ☐ Building Permit Application – Completed
- ☐ Construction Drawings (Sealed When Required) – 3 Sets
- ☐ F.O.G (Fats, Oils, and Grease) Permit from County Department of Watershed Management
- ☐ Copy of State of Georgia Contractors License
- ☐ Copy of Current Business License
- ☐ Copy of valid Driver's License
- ☐ All Fees Due upon Approval (we accept Visa, MasterCard, Check or Cash)

PLANNING & ZONING REQUIREMENTS FOR BUILDING PERMITS

RESIDENTIAL REQUIREMENTS – NEW CONSTRUCTION & ACCESSORY STRUCTURES

- ☐ Site plan must be drawn to scale and provide the following:
 - ☐ Provide zoning district on plans
 - ☐ All applicable setbacks
 - ☐ All applicable zoning buffers, easements and landscape strips shall be labeled on plans
 - ☐ Note the locations of streams, and the associated state and city stream buffers, both on the property and adjacent to the property. If no such streams and/or stream buffers exist, note their absence on the plans.
 - ☐ Proposed building footprint – *New single-family residential; accessory structure(s)*
 - ☐ Indicate the location and height of any retaining walls, if applicable
 - ☐ Submit building elevations - Typically required if conditioned to specific architectural features or elevations through a rezoning process
 - ☐ Submit notice of variance approval, if applicable
- Tree planning requirements for New Construction:*
- ☐ At least two (2), two-inch (DBH) over story trees shall be provided in the front yard of properties zoned R-200, R-150, R-30,000, R-20,000, R-100, R-85, and R-75.
 - ☐ At least one (1), two-inch (DBH) over story trees shall be provided in the front yard of properties zoned R-A5, R-50, R-A8 and RDT.

RESIDENTIAL REQUIREMENTS – ADDITIONS (including porches & decks)

- ☐ Site plan must be drawn to scale and provide the following:
 - ☐ Provide zoning district on plans
 - ☐ All applicable setbacks
 - ☐ All applicable zoning buffers, easements and landscape strips shall be labeled on plans
 - ☐ Note the locations of streams, and the associated state and city stream buffers, both on the property and adjacent to the property. If no such streams and/or stream buffers exist, note their absence on the plans.
 - ☐ As-built and proposed building footprints – *Residential addition; residential decks & porches; swimming pools*
 - ☐ Indicate the location and height of any retaining walls, if applicable
- ☐ Submit building elevations - Typically required if conditioned to specific architectural features or elevations through a rezoning process
- ☐ Submit notice of variance approval, if applicable

COMMERCIAL REQUIREMENTS – NEW CONSTRUCTION

- ☐ Site plan must be drawn to scale and provide the following:
 - ☐ Provide zoning district on plans
 - ☐ All applicable setbacks
 - ☐ All applicable zoning buffers, easements and landscape strips shall be labeled on plans
 - ☐ Note the locations of streams, and the associated state and city stream buffers, both on the property and adjacent to the property. If no such streams and/or stream buffers exist, note their absence on the plans.
 - ☐ Proposed building footprint and parking shall be provided on plans
 - ☐ Provide parking calculations as determined by proposed land use, on plans
 - ☐ Submit building elevations - Typically required if conditioned to specific architectural elevations through a rezoning process or is located in an overlay district
- ☐ Submit notice of variance approval, if applicable



SITE PLAN CHECKLIST FOR BUILDING PERMIT

General Plan Requirements

- ___ 1. Maximum sheet size shall be 24" x 36"
- ___ 2. Project name and address, subdivision name and lot number (if applicable), land lot, district, and zoning.
- ___ 3. Owner's name and complete address including zip code.
- ___ 4. Name and telephone number of a 24-hour contact.
- ___ 5. Design firm name/address/phone, point of contact and contact phone number.
- ___ 6. North arrow, total and disturbed site acreage or square footage, and scale of drawing (1"=10 to 1"=50').
- ___ 7. Boundary information including bearings and distances along all property lines.
- ___ 8. Street name.
- ___ 9. Lot building setback lines labeled with dimensions to lot lines.
- ___ 10. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.
- ___ 11. Locations of all proposed structures (including houses, walls, sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distances to lot lines for all above ground structures. *Retaining walls over 4 feet require a separate permit.*
- ___ 12. Height of proposed buildings and square footage of existing and proposed dwelling (the dwelling must meet the minimum requirements for the parcel's zoning district).
- ___ 13. Location of zoning buffers, landscape strips, state water buffers, floodplain, access easements, sewer easements, and drainage easements, property lines, etc.
- ___ 14. Location of driveway (existing and proposed) and the proposed construction entrance.
- ___ 15. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) ##### _____ for the City of Brookhaven/DeKalb County, Georgia."

If property is located in a flood zone as determined by FEMA, compliance with the Flood Ordinance and a Certificate of Elevation will be required prior to the Certificate of Occupancy. Plan must state the lowest proposed finished floor elevations for the main floor, basement, and garage. Lowest Floor Elevations must be at least 3 feet above the 100-year elevation.

- ____ 16. If the site includes a stormwater detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.
- ____ 17. Pre & post-construction impervious surface ratios (ISR).

Trees

- ____ 1. Locate existing trees and trees to be removed, or a statement that there are none. Locate and provide recompense for any specimen trees removed. *A specimen tree is any hardwood (oak, hickories, poplars, etc.) or softwood (pines, evergreens, etc.) tree with a diameter at breast height (DBH) of 30 inches and larger, or a small tree (dogwoods, redbuds, sourwoods, etc.) with a DBH of 10 inches and larger. If no specimen trees exist on the site, note their absence on the plans. If a specimen tree is to be removed, provide a calculation for recompense at 1.5x the diameter.*
- ____ 2. Location of proposed landscaping, all landscape strips and tree protection areas. *Provide tree preservation calculations that lists the total of removed, saved and required trees by inches and/or density units.*

Erosion & Sediment Control/Stormwater

*****If applicant will be a tertiary permittee as defined by the NPDES Common Development Permit, then erosion, sedimentation & pollution control plan approval is required by the Georgia Soil & Water Conservation District prior to issuance of City permit. Please visit <http://gaswcc.georgia.gov/documents-list> for the plan checklist.*****

- ____ 1. A delineation of the limits of disturbance.
- ____ 2. Existing and proposed topographic contours with adequate spot grades to define drainage.
- ____ 3. Location and type of temporary or permanent erosion and sediment control measures including, but not limited to, silt fence, construction exit, level spreader, rip-rap, mulching, temporary and permanent seeding, etc.
- ____ 4. Direction of existing and proposed storm water or drainage flow by use of arrows.
- ____ 5. Show compliance with grade separation and positive separation and positive drainage requirements of the International Residential Code R401.3, R403.1.7.1 and R404.1.6.
- ____ 6. Proposed drainage improvements. Proposed WQ improvements.
- ____ 7. Include the percentage of pre- and post-construction impervious surface area.



Residential Erosion Control and Tree Protection Agreement

Building Permit No. _____

The authorized person acknowledges that he/she is responsible for taking adequate steps to:

Provide Erosion Control

1. Control soil erosion on said property.
2. Control the movement of sediment off the site by means of properly installing and maintaining BMP's, including, but not limited to, silt fence, hay bales, etc in those areas where stormwater run-off exits the property.
3. Keep mud off the adjoining streets by properly installing and maintaining a construction exit. Remove mud from the street when necessary.
4. Comply with all applicable erosion and sedimentation requirements, including those of the City of Brookhaven Soil Erosion and Sedimentation Control Ordinance.

Provide Tree Protection

1. Protect areas of existing trees/tree save areas on this lot so that a minimum of 15 tree units per acre are left after construction is completed. Depending on the zoning, there shall be one or two, two-inch (DBH) over story tree in every residential front yard.
2. Install tree save fence when clearing and grading for home construction commences. All tree save fence shall remain and be maintained until the home construction is completed.
3. Comply with all applicable Tree Preservation requirements, including those of the Tree Preservation Ordinance and Administrative Guidelines. A Specimen Tree is defined as any tree in fair or better condition which equals or exceeds the following diameter sizes:
 - a. Large hardwoods like Oaks, Maples, Yellow Poplars, and Hickories 30 inch diameter at 4 ½ feet above the ground.
 - b. Large softwoods like Pines and Cedars 30 inch diameter at 4 ½ feet above the ground.
 - c. Small flowering trees like Dogwoods, Redbuds, and Sourwoods 10 inch diameter at 4 ½ feet above the ground.

Failure to follow the above requirements will result in the issuance of a stop work order and a citation to appear in municipal court.

Effective this _____ day of _____, 20_____

Signature of responsible party: _____

Print Name: _____ Phone Number: _____

Address: _____ City/State/Zip: _____